Inclusion Checklist For Workplaces

Communication

- [ ] Instructions are provided in writing as well as verbally.
- [ ] Expectations and deadlines are clearly defined
- [ ] Ambiguous language and unwritten rules are minimised.
- [ ] Employees can ask clarifying questions without judgment.
- [ ] Communication preferences are identified.

Work Environment

- [ ] Quiet workspaces are available.
- [ ] Noise-reduction options are offered.
- [ ] Lighting can be adjusted where possible.
- [ ] Employees have flexibility regarding seating and workspace setup.
- [ ] Sensory needs are considered during office design and events.

Flexibility & Productivity

- [ ] Flexible working arrangements are available when feasible.
- [ ] Performance is measured by outcomes rather than work style.
- [ ] Alternative methods of completing tasks are accepted.
- [ ] Breaks and recovery periods are encouraged.
- [ ] Employees can use assistive tools and technologies.

Management & Leadership

- [ ] Managers receive neurodiversity training.
- [ ] Feedback is specific, constructive, and clear.
- [ ] Strengths and challenges are discussed openly and respectfully.
- [ ] Adjustments are reviewed regularly.
- [ ] Managers avoid assumptions about capability based on communication style.

Meetings

- [ ] Agendas are shared in advance.
- [ ] Clear objectives and actions are documented.
- [ ] Participation is not limited to verbal contributions.
- [ ] Employees can contribute through chat, email, or written feedback.
- [ ] Meeting overload is actively managed.

Culture & Inclusion

- [ ] Neurodiversity is recognised as a form of diversity.
- [ ] Stigma and stereotypes are actively challenged.
- [ ] Masking is not expected or rewarded.
- [ ] Employees feel safe disclosing needs if they choose to.
- [ ] Inclusion initiatives include neurodivergent voices.

Actions

NeuroPathways CLINIC

Time for Thriving

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